

MARYLAND DEPARTMENT OF THE ENVIRONMENT
1800 Washington Boulevard Suite 515 Baltimore MD 21230-1718
410-537-3146 or 1-800-633-6101 <http://www.mde.state.md.us>

M/WBE Participation - Good Faith Efforts Checklist

Please Check: State Grant Recipients OR Prime (Construction & A/E) Contractors

Project Name:

Procurement Category: Check box for all M/WBE procurement categories being reported under the above referenced project. **Construction** **Equipment** **Services** **Supplies**

For each procurement action, Grant Recipient & Prime Contractor must each complete separate checklists)

A: Develop Bidders List of DBE firms (*Grant Recipient & Prime Contractor*)

- | | | | |
|----|--|------------------------------|-----------------------------|
| A1 | Did you develop a Bidders List of M/WBE firms? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A2 | Did you advertise in minority, local, regional papers or Dodge Report? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A3 | Did you send invitation for bids to M/WBE trade associations? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A4 | Did you contact US-SBA/MBDA/MDOT? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A5 | Did you provide Prime Contractors with Bidders List? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A6 | Did you provide MDE with Bidders List? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

B: Smaller work components and delivery schedules (*Grant Recipient & Prime Contractor must complete*)

- | | | | |
|----|---|------------------------------|-----------------------------|
| B1 | Did M/WBE firms have opportunity to bid as prime contractors? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| B2 | Did you break down the project, where economically feasible, into smaller components? | | |
| | o For M/WBE firms to bid as prime contractor | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | o For M/WBE firms to bid as subcontractors | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| B3 | Do project components have reasonable delivery schedules? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| B4 | Did you encourage M/WBEs to bid as consortium due to project size? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| B5 | Is M/WBE a "responsiveness" criteria in bid documents? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

C: Solicitation Summary of DBE firms (*Grant Recipient & Prime Contractor must complete – Use Attachment A for each contract*)

- | | | | |
|----|--|------------------------------|-----------------------------|
| C1 | Did you use the Bidders List to solicit prime or subcontractors? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| C2 | Did M/WBE firms bid as prime or subcontractors? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| C3 | Is the prime contractor using any subcontractors? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

D: Require prime contractor to Undertake Good Faith Efforts (*Grant Recipient only must complete*)

- | | | | |
|----|--|------------------------------|-----------------------------|
| D1 | Did you include the "MDE Grant Insert" in the bidding documents? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| D2 | Did you require the prime contractors to apply the good faith efforts? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| D3 | Did you select any M/WBE firms as prime contractor? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Supporting Documentation

In support of the actions taken in items A, B, C and D (above), all grant recipients and prime contractors must submit with bid proposal Attachment A and attach this checklist along with supporting documentation for "Yes" answers and an explanation for "No" answers. Examples of supporting documentation include: (i) Bidders List of M/WBE firms; (ii) list of sub-contract work elements possible under the prime contract; (iii) proof of contact with DBE firms as potential prime contractors (copies of invitations for bids/RFP, contact letters, faxes and telephone call sheets, etc.); (iv) copies of all procurement advertisements; and, (v) list of all prime contractors that submitted bids/RFP.

 Grant Recipient Name and Title
 Contact Phone # _____

OR

 Prime Contractor Name and Title
 Signature/ Date: _____

